

DEPARTMENT OF THE ARMY
HEADQUARTERS, FORT MCCOY
FORT MCCOY, WISCONSIN 54656-5000
1 October 1999

Fort McCoy Regulation 350-2
Change 1

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History. This Fort McCoy Regulation 350-2 was published for distribution with an effective date of 1 October 1999. This printing publishes change #1 to also be effective 1 October 1999.

Suggested Improvements. The proponent of this change is the Directorate of Training and Mobilization. Users can send comments, suggested improvements, or updates on DA Form 2028 (Recommended Changes to Publications and Blank Forms). Address comments to Training Division, ATTN: AFRC-FM-TMT, 2168 South 8th Avenue, Fort McCoy, Wisconsin 54656-5156.

FOR THE COMMANDER

ROY L. HIGGINS
Colonel, EN
Commanding

OFFICIAL

JOSEPH R. SWEENEY
Associate Director
Business Services

DISTRIBUTION:

A
All units training at Fort McCoy

1. Page 20, add paragraph 4-6.
2. Page 21, Paragraph 5-2 b. Add paragraph 5-2 b (4)
3. Page 48, Paragraph 6-20. Delete this paragraph in its entirety.

5-2 b (4). FACILITIES. The following facility allocation and utilization guidance apply to annual training, MUTA, field and training exercises, unless otherwise stated:

a. Facility allocation plans will be developed from information provided on the Fort McCoy Form 38, Support Request. (See Blank Forms.)

(1) Submit support requests directly to DTM, Training Division (TRNG Div.). Support requests should reach TRNG Div. not later than 30 August annually for fall and winter training, 3 December annually for annual training, or 90 days before a MUTA or other exercise.

(2) Training Division will assign all physical structures and parking lots.

(3) Facility assignments will be made based upon unit designation, mission, and strength. Exceptions to this procedure will be considered only when a unit will be involved in a training site relocation or unit redesignation.

(4) When unexplained discrepancies between personnel strength figures and number of buildings requested occur on Fort McCoy Form 38, billeting assignments will be made based on the LOWER figure.

(5) Units assigned to consolidated facilities will be responsible for:

(a) Cleanliness of individual areas.

(b) Joint cleanliness of common use areas.

(c) Individual damage, joint damage or destruction to all government property.

(8) Facility assignments will be provided to units before training for confirmation and changes.

(9) Training Division will maintain facility utilization records by unit. Instances of over-forecasting will be referred through appropriate command channels.

(10) MUTA and Winter Training Exercises Only: Units will use facilities that are in the designated winter core area. For purposes of energy conservation, units should consolidate personnel whenever practicable.

(11) MUTA Only: Units may be assigned shared facilities based upon strength.

b. Training Division will assign AT/MUTA BOQ rooms to officers and sergeant majors on a space available basis and by rank from the Fort McCoy Form 38. Units will receipt for, clean, and turn-in AT/MUTA BOQ rooms at the DSS, Troop Installation Support Branch (TISB), Building 2569. Units desiring cleaning service for BOQ rooms or other buildings will make prior coordination with Directorate of Human Services and Community Activities, Unaccompanied Personnel Housing, Building 2168. Unit(s) requesting this service must have funds allocated for reimbursement on DD Form 448 and submit to Unaccompanied Personnel Housing 30 days before arrival date.

c. Females will be billeted as follows:

(1) Units with less than ten female enlisted personnel will be assigned to facilities shared with personnel of other units.

(2) Units with ten or more female enlisted personnel will be required to draw appropriate facilities.

(3) Female officers will be assigned appropriate officer quarters on a space available basis.

d. Units will identify quarters for senior officers (colonel and above) on the Fort McCoy Form 38 with date of rank (DOR) and duty position. Training Division will use DOR, command position, and the number of rooms available to make assignments.

e. Normal maintenance and repair support for assigned facilities are available by notifying the DSS, Work Control Center, by calling "HELP" at extension 2-4357. Submit work requests, for other than normal maintenance and repair, through the Training Division according to Fort McCoy Regulation 420-13, DSS Customer Work Processing and Priority Programs.

f. Temporary housing may be required for advance party personnel, due to the occupancy of allocated facilities by other units clearing on Saturdays.

h. The provisions of all army and installation regulations concerning property accountability, facility and grounds, will be adhered to in the assignment, management, and clearance of facilities.

4-6 TDY Quarters

a.. The Billeting Office, Building 2168, will provide quarters for TDY officers and enlisted; DOD civilians; and other eligible personnel according to AR 210-50.

(1) Reservation requests will be accepted by phone, in person, or by FAX. Reservations require the following information: rank, name, unit, status, SSAN, home address, and dates required.

(2) Optional - AT/MUTA units may request housing for personnel in TDY quarters. Assignments will be made on space available basis, with the service charge to be borne by the command or the individual(s).

(3) Statements of non-availability or impracticability for quarters and rations can only be issued by the Billeting Office. These statements will not be issued to unit members in an AT or IDT status. All personnel in a TDY, ADSW and ADT status will be required to check in at the Billeting Office, Building 2168, before going off post. Statements of non-availability for quarters will be issued only after all quarters are exhausted to per diem eligible personnel with funds stated on orders or verbal command approved. Evaluators and advisors will be housed equivalent to the units they are evaluating or assisting.

b. The provisions of all army and installation regulations concerning property accountability, facility and grounds, will be adhered to in the assignment, management, and clearance of facilities.